



## St John & St James Church of England Primary School

### Admissions Policy

Document Information			
<b>Policy Number:</b>	3	<b>Created by:</b>	Headteacher
<b>Reviewed by:</b>	P Cuncarr	<b>Responsibility:</b>	Chair of Governors
<b>Last Review:</b>	December 2024	<b>Next Review:</b>	January 2026
<b>Review Cycle:</b>	Yearly	<b>Ratified by FGB:</b>	January 2025
<b>Signature (FGB)</b>		<b>Signature (Head)</b>	

#### **VISION & VALUES OF ST JOHN AND ST JAMES**

Our vision is to create an inclusive community of aspirational learners, children, families and colleagues, working collaboratively and respectfully within a happy, nurturing environment where all flourish and achieve. Pupils are given extensive opportunities through an exciting and engaging curriculum, through which our Christian values are woven.

**'I have come that they may have life, and have it to the full'.**

**John 10 verse 10**

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### 1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code](#) .
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round\*** is the period during which parents can apply for state funded school places at the school's normal point of entry, using the common application form provided by their home Local Authority.

**\*This is usually a deadline of October for Secondary School applications and January for Reception applications**

Looked after and previously looked after children will be considered to be:

- a) children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made;
- b) children who have previously been in the care of a local authority or provided with accommodation by such a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- c) children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. How to apply**

For applications in the normal admissions round you should use the online application form provided by your home Local Authority (regardless of which local authority the schools are in). You can use this form to express your preference for up to 6 state-funded schools, in rank order.

St John & St James C of E Primary school requires that a supplementary information form is completed if you are applying for a place under criteria 3, 4 and 5. This is available from the school office or can be downloaded from the school website.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

## **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

### **Parents' views**

Parents will be requested to support the admission process by providing the following:

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

### **The Headteacher's views**

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has a Pupil Admission Number (PAN) of 30 pupils. This means that 30 pupils will be accepted into Reception each year, as agreed with the admissions authority.

## **6.2 Oversubscription criteria**

Children with an Education Health Care Plan, which names the school, will be admitted prior to the allocation of other places. No child will be discriminated against or disadvantaged unfairly, either directly or indirectly, due to a disability or a Special Educational Need.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires evidence for external professional or medical practitioners as supporting evidence if you are making an application on the basis of social or medical need.
3. Children whose parents are communicant members of and 'regularly worship' (at least twice a month) at St John the Baptist & St James Church or St Johns.
4. Children whose parents are communicant members of and 'regularly worship' at any other local Church of England Church.
5. Children whose parents are members of and 'regularly worship' in local Churches and Chapels of other Christian Denominations (i.e. churches affiliated to Churches Together in Britain & Ireland and The Evangelical Alliance and The Caribbean Evangelical Alliance).

6. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
7. Any other children, with priority given to those who live closest to the school, as measured in a straight line.

Definition: 'regularly worship' – means at least twice a month over a period of at least a year.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Grove Street.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, Children with an Education Health Care Plan, which names the school, will be admitted, prior to the allocation of other places.

If there are spaces available in the year group you are applying for, your child will always be offered a place.

### **7.1. Waiting List**

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on a waiting list. Each year the admissions authority will maintain a clear, fair, and objective waiting list until at least 31 December. Also for in-year admissions, if there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group.

When a space becomes available it will be filled by one of the pupils on the waiting list. In the event that a child is added to the list, the list will be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

The waiting lists are reviewed at the start of each school year and applicants will be asked to confirm that they wish to remain on a waiting list.

Applications for in-year admissions should be sent to the local authority. The school **only** requires that a supplementary information form is completed if you are applying for a place under criteria 3, 4 and 5.

### **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

APPEALS: [Office@stjohnandjames.enfield.sch.uk](mailto:Office@stjohnandjames.enfield.sch.uk)

### **9. Monitoring arrangements**

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes.